

MEMORANDUM

16 October 1947

TO: ADSC

FROM: Chief, Special Funds Division

SUBJ: Retirement Deductions, Unvouchered Funds Employees

1. In accordance with CIG Memorandum No. 59 dated 28 August 1947 Civil Service retirement deductions are being withheld from all employees on Special Funds payrolls.

2. Your approval is requested on the following matters of internal policy in regard to handling retirement by the Special Funds Division:

- (a) No employee can repay to the Civil Service Commission any retirement withheld while employed by another government agency and subsequently returned upon the employee's termination from that agency until his employment on Special Funds, CIG, is terminated. Any repayment of this sort would be a security violation, since his present employment would have to be revealed before the Civil Service Commission would accept the repayment.
- (b) Each employee will be given a maximum of sixty days in which to repay to Special Funds an amount equal to the retirement not withheld during his employment with CIG. Retirement deductions from 20 October 1946 to 20 September 1947 were optional and many employees chose not to have retirement taken from their pay. It is essential that should they now desire to have this time to their credit and wish to repay to CIG the retirement for this period that Special Funds have notice during the present calendar year to adjust the retirement accounts accordingly. Therefore, it is the wish that 31 December 1947 be the deadline for refunding retirement to Special Funds for CIG employment.
- (c) All retirement withheld from the pay of employees of SSU be returned to the employee and that paragraph (a) govern any payment to the Civil Service Commission by the employee.

3. If the above policies are approved, the mechanism for proper handling of the retirement can proceed. There is enclosed for your cognizance and information a copy of the procedures for recording, reporting, and disposing of funds acquired by retirement deductions on the payrolls of unvouchered funds. These procedures have been drafted by members of the Finance Branch and the Special Funds Division and have been properly co-ordinated and approved by Chiefs of each interested Division.

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